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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Admin. & Training Staff/OS

FROM : Acting Chief, Security Research Staff/OS

SUBJECT: Status of Typing and Clerical Situation

DATE: 18 August 1958

The following is to advise the status of typing and other clerical work as regards the particular project:

NUMBER OF TAPES BEING TRANSCRIBED..... 6

NUMBER TO BE TRANSCRIBED ..... 13

SECRETARIES WORKING ON TAPES ..... 2 full-time and 2 part-time

ESTIMATED AMOUNT OF MATERIAL RECEIVED FROM AIR FORCE TO BE TRIPLICATED BY THERMOFAX..... 1500 pages

ESTIMATED DAYS OF SECRETARIAL HELP REQUIRED FOR COMPLETION OF TYPING ..... 25

25X1A

ESTIMATED DAYS REQUIRED FOR TRIPLICATION OF [REDACTED]

It should be noted that the above figures, due to circumstances involved, are only an estimate.

25X1A9a

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